"Main Switchboard" and "Project Navigation" Form 📰 Main Switchboard _ 🗆 🗆 🗵 Realty Lease MIE FEDS & Env Project Self Gov Energy Stewardship Asset Mngt Admin Forms: Project Navigation Form Completed Projects with Active FEDS 1. Open the "Project Archived Projects Navigation Form" which is on Project Prioritization the Main Switchboard, under **Prioritizing Factors** the Project Tab. Add / Update CANs Healthcare Update Projected Buildings and Structures **Facilities** Reports: Data System **Project Reports** Version 5.15 Project Status Contact for Help Project Approaching BOC Date Display DB Window Refresh Links **Exit Access** 2. To enter a New Project, Preview before print? click the "Insert New Project" button. 🔀 Project Navigation Form _ U X To **modify** an existing Filter Clear All **3.** The filters on the Project project go to Step 3. Forms Navigation Form are designed to help Select any combination: Insert New Project you narrow your list of projects to 1. Area ▼ | Clear view. 2. State **▼** ☐ Clear 3. City 🗾 🔲 Clear 4. Once you have Select as many, or as few, filters as 🔽 🔲 Clear 4.Property Type selected your filters, click you like and in any order that you on "Project List". See 🖃 🔲 Clear want. These filters will help you limit 5. Installation page 2. your list of projects. 6. Funds Manager 🗾 🔲 Clear Please note that because the filters 7. Building Description 🔽 🔟 Clear are actively scanning the database, 8. BLS No (Bldg, Land, Struct Number) 🗾 🔲 Clear the first time you click a pull down Refresh Link list it may take 20 seconds. ☐ Close Form 9. Project Rec Status 1 Clear (0 - Pending; 1 - Active; 2 - Archive; 3 - Delete) 10. HQ Project Status ☐ Clear

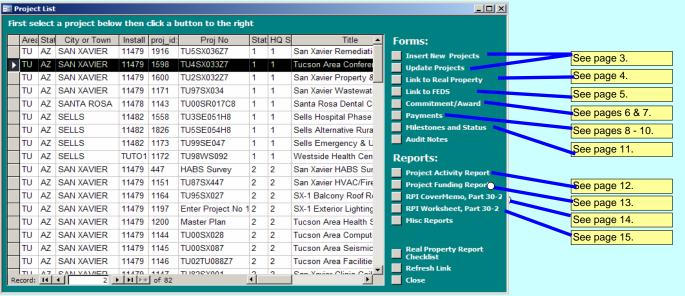
"Project List" Form

- 1. If a Project is not shown on the list below, you can Insert New Projects (see below and page 3). A project can be entered even if it is just a concept.

 Otherwise, select a project from the list below and open any of the forms or reports listed below.
- **2.** You can **Update Projects** (see below and page 3) as general project information becomes more definitive.
- **3.** When you first insert a project the system will prompt you to link to primary building or structure. Later, if you decide that other buildings or structures are involved you can **Link to Real Property** (see below and page 4).
- **4.** M&I projects should be performed to address/correct deficiencies that are in the FEDS. Therefore, **Link to FEDS** (see below and page 5)" to associate deficiencies with each project.
- 5. Commitments\Awards (see below and pages 6 & 7) need to be established prior to recording "Payments" (see below and pages 8 10). You can record a great deal of information during the payment process -- including finance reconciliation (see below and page 9) and real property capitalization (see below and page 10).
- **6.** At the onset and throughout the life of a project it is a good idea to establish and maintain **Milestones and Status**. (see below and page 11)
- 7. The Project Activity Report (see below and page 12) report shows all of the information above in an easy to read format.

- **8.** The **Project Funding Report** (see below and page 13) is a subset of the Project Summary report and it shows Commitments, Awards, and Payments in a well organized format.
- **9.** You can print the **RPI Cover Memo, Part 30-2** (see below and page 14) and send it to the Area Realty Officer to keep her in the loop
- **10.** The **RPI Worksheet**, **Part 30-2** (see below and page 15) is a detailed breakdown of expensed and capitalized items. At the close of the project you should give the Area Finance a copy of this report so that they can adjust their general ledger.

Remember to select one project from the list by clicking somewhere on a Project row (you will notice a little triangle on the left hand side). You don't need to highlight the entire row.



"Update Projects" Form

📰 Update Projects

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

The Information in the "Update Projects" form is designed to produce a Project Summary report similar to a PSD.

You should replace the system generated Project Number with a real project number. The Project Numbers must be unique or will not be posted. Bergan Numbers are the preferred method of numbering projects.

The Auditors would like to see a total Government cost estimate for the Project. This information should be entered under the **Cost Estimate** tab.

Cost Estimate

"638" Administration (if applicable)

A/E Const Admin/Observation

"638" Administration (if applicable)

Building and Site Work

Construction Contingency

A/E Design Fee

Subtotal

Subtotal

4. Other [Describe]

Approved Budget

TU45X033Z7 Primary BLS * 7762, 0645T , General, Branch Office Proj ID: 1598 Tucson Area Conference and Office Buildings This project entails the construction of a freestanding modular office building and a separate modular conference building at the San Xavier Health Campus. This project is to be a design-build turnkey project. The contractor shall General Information | Cost Estimate | Description of Project. 1. The proposed scope of this project is to demolish the existing buildings, 0621T and 622T, which are currently being utilized for storage and conferences, respectively and repace them with two new modular buildings, one office and one conference building (See Tab A for layouts). The buildings shall be designed to Project Justification.Currently the existing buildings, 0621T and 0625T, are uneconomically repairable and have become unusable for their intended purpose. The repair costs exceed the cost for direct replacement. Building 0621T is being used as the Area and Service Unit conference, training, and briefing room. The building Funds Manager IHS--SELLS SU IHS Proj Mngr * rdrummon Rec Status * Project Category Impro -Expensed/Capitalized * Capitalized Estimated BOC / Substantially complete Date * 10/30/2005 * Required Items 5/3/2005 Duplicate Clear Save & Close | Cancel t Close Last Updated By: RDRUMMON

The Auditors have required that all projects past their BOC date must have an estimated depreciation calculated.

A BOC date must be entered for all projects. The BOC date will automatically entered in the milestone table.

If the area of the building the project is being performed on is occupied throughout the construction enter the date that the project work will be substantially completed.

The Record Status can be either "Active", "Archive", "Delete", or "Pending".

By selecting from the pull down list you are able to archive, delete, or mark a project for pending. Projects should be archived when they are complete -- deleted when they are not valid -- and marked for pending when they have not be approved for funding.

The HQ Status can be either "Active", "Archive", or "Delete".

This shows the current Real Property project status. The project will stay active until either a completed interim or final Real Property report have been received. After the interim or final RP report have been verified the status will be changed to archive and the project will be capitalized in the Real Property Inventory. Delete is used when the Record Status has been changed to delete.

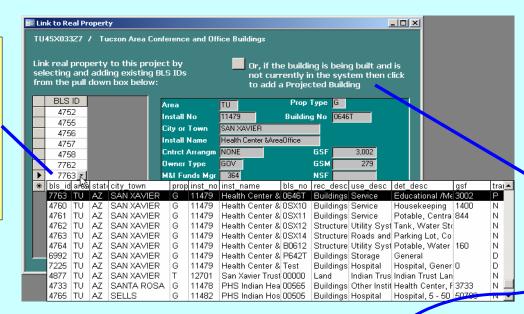
Select Expensed if the project will be Fully Expensed, otherwise Select Capitalized.

Estimated depreciations do not need to be performed if the Project is to be fully expensed. A BOC date is still required. for the project.

"Link to Real Property" Form

This step involves identifying and recording any buildings or structures involved in or affected by the project that will be capitalized.

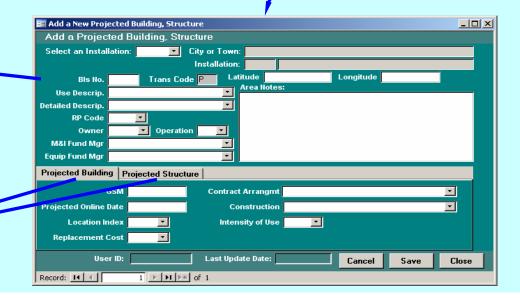
1. You can link real property to this project by selecting and adding a Building, or Structures from the pull down box, or . . .



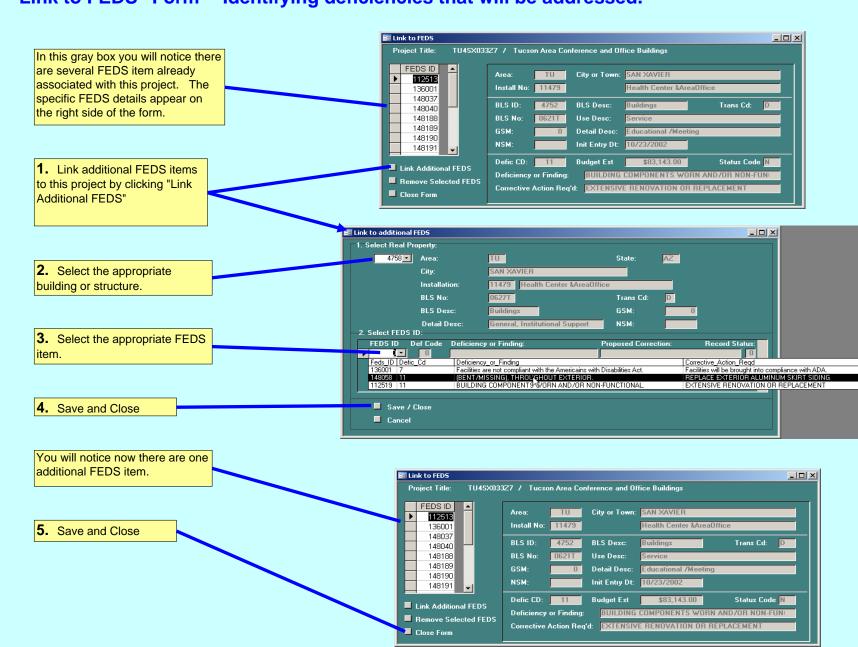
2. If the building is not in the database then click this button to add a Projected Building or Structure. This will be the case if the project is adding space (m²) to the facility/installation.

3. To add a projected Building or Structure, you are required to populate all of the fields on the top half of this form and enter the required data on the bottom half.

Choose either the
"Projected Building" or
"Projected Structure" tab.



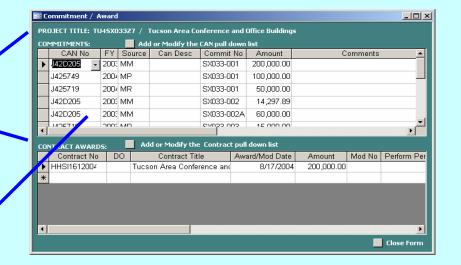
"Link to FEDS" Form -- Identifying deficiencies that will be addressed.

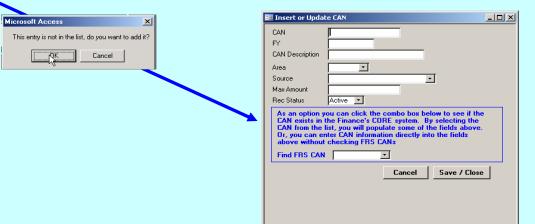


"Commitment / Award" Form

The Commitment/Award Form has 2 parts. The top half is the **Commitment** information and the bottom half is the **Contract Award**.

On the top form start by entering a CAN. Or you can select a CAN from the pull down list. If this is the first time the CAN has been entered into the system, the application will automatically open a form asking you to provide more detailed information.





"Commitment / Award" Form -- Continue

After you have added a Commitment, you can add a Contract Award.

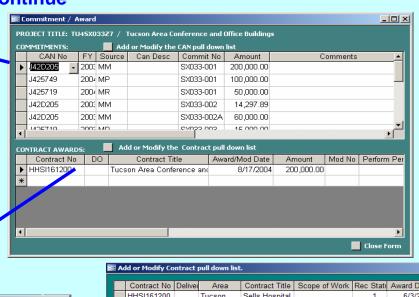
- **2.** First, make sure that you have selected the appropriate "COMMITMENT".
- **3.** Type a Contract Number in the bottom half of the form.

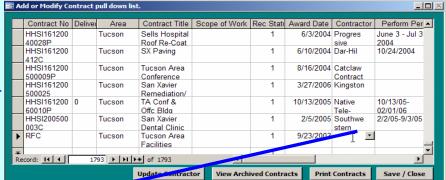
The contract numbers displayed in the bottom table correspond to the commitment selected in the top table.

If this is the first time a
Contract has been entered into
the system, the application will
automatically open a form
asking you to provide more
detailed information.

Fill in all of the text boxes.

4. When you get to the Contractor pull down list, start by typing the name of the Contractor. If this is the first time the Contractor has been entered in the system, the application will open a form for you to provide more detailed information about the Contractor.





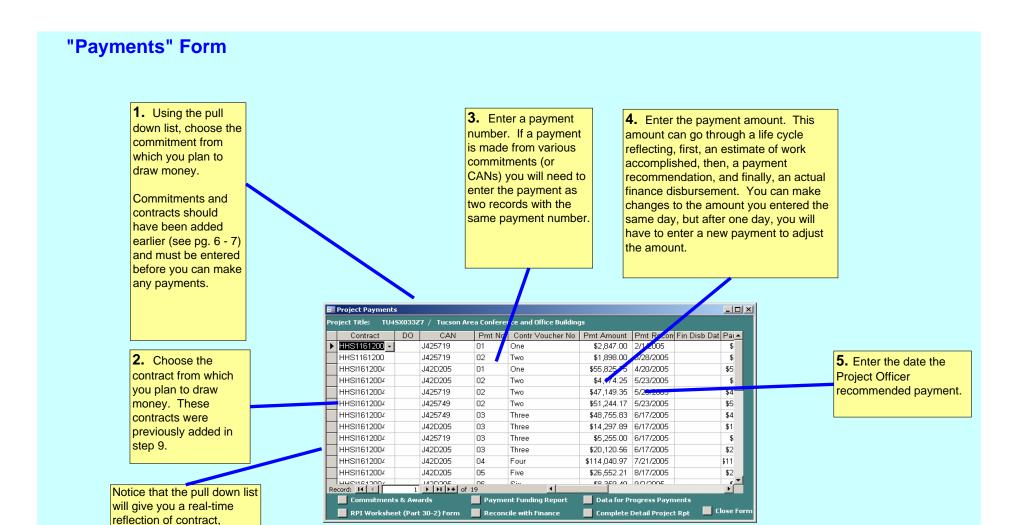


This entry is not in the list, do you want to add it?

📰 Contractors		X
Contractor ID:	(AutoNumber)	
Contractor		
Department		
Address		
City Town		
State		
Zip Code		
Phone		
Remarks		

commitment, obligation, disbursements, and

balances.



"Payments" Form (continue) - Capitalization

The next few steps involve capitalizing buildings and structures.

If the Part 30-2 Total field is not filled out.

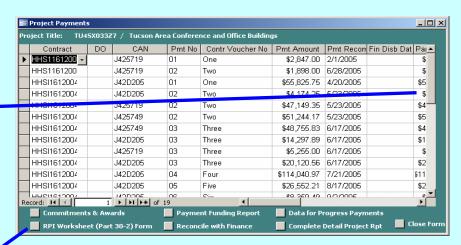
Do not type this manually, instead . . .

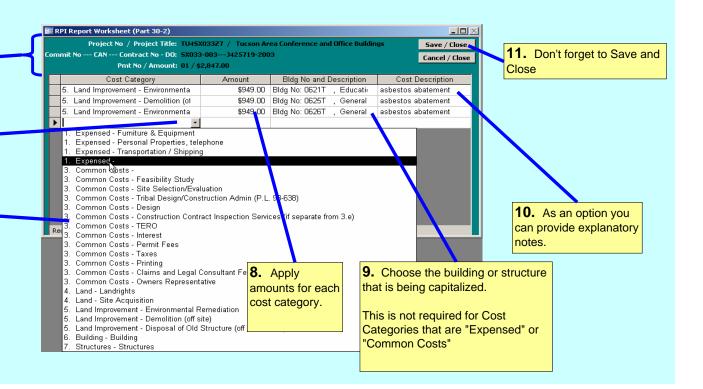
6. Open the "RPI Worksheet (Part 30-2) form"

On the top you will notice the Project No and Title, and Payment Amount

7. Choose all of the Cost Categories that apply for this payment.

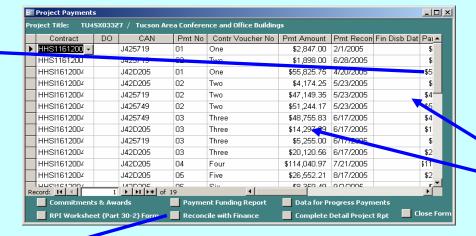
Note "Common Costs" categories apply only when multiple buildings or structures are involved.





"Payments" Form (continue) - Finance Reconciling

After saving and closing the last form, you'll notice that the Part 30-2 column has been automatically filled.



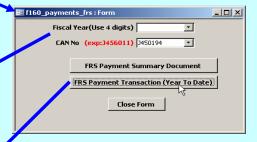
15. You should now have enough information from this report to manually enter the Finance Disbursement Date and make corrections, if necessary, to the Payment Amount.

12. The next thing we should do is reconcile our payments with Finance.

Click the "Reconcile with Finance" button.

13. Type the Fiscal Year and CAN,

14. Open the "FRS Payment Transaction (Year To Date) report.



FRS Payment Transactions									
CAN	FY	Date	Doc No	Amount	Invoice No Obj C				
J450.	194								
	2006	6/9/2006	01RCV60134	\$336.03	01RCV60134268G				
	2006	6/9/2006	01RCV60131	\$125.00	01RCV60131 252Z				
	2006	6/9/2006	01RCV60130	\$1,319.50	01RCV60130268G				
	2006	6/9/2006	01RCV60126	\$329.99	01RCV60126319Z				
	2006	6/9/2006	01RCV60125	\$33.00	01RCV60125252Z				
	2006	6/9/2006	01RCV60123	\$16.00	01RCV60123252Z				
	2006	6/9/2006	01RCV60133	\$321.44	01RCV60133268G				
	2006	6/9/2006	01RCV60132	\$385.00	01RCV60132268G				
	2006	6/7/2006	01RCV60145	\$7,593.39	233J				
	2006	6/6/2006	PAY	\$203.60	1158				
	2006	6/6/2006	PAY	\$733.72	121W				
	2006	6/6/2006	PAY	\$268.87	121V				
	2006	6/6/2006	PAY	\$2,257.10	1212				
	2006	6/6/2006	PAY	\$3,446.45	121S				
	2006	6/6/2006	PAY	\$1,737.47	1115				
	2006	6/6/2006	PAY	\$1,202.00	111G				
	2006	6/6/2006	PAY	\$947.65	1117				
	2006	6/6/2006	PAY	\$21,618.52	1112				
	2006	6/6/2006	PAY	\$5,266.35	1111				
	2006	6/6/2006	PAY	\$3,355.07	1217				
	2006	6/6/2006	PAY	\$63.60	1214				
	2006	6/6/2006	ALLOW	\$16,000.00	9900				
	2006	6/6/2006	ALLOW	\$59,233.00	9900				
	2006	6/6/2006	PAY	\$25.44	PAYROLL-001214				

"Milestones and Status" Form

1. You can add as many
Milestones from the pull down
list as you like. There are some
required milestones:

BOC - Repeticial Occupancy

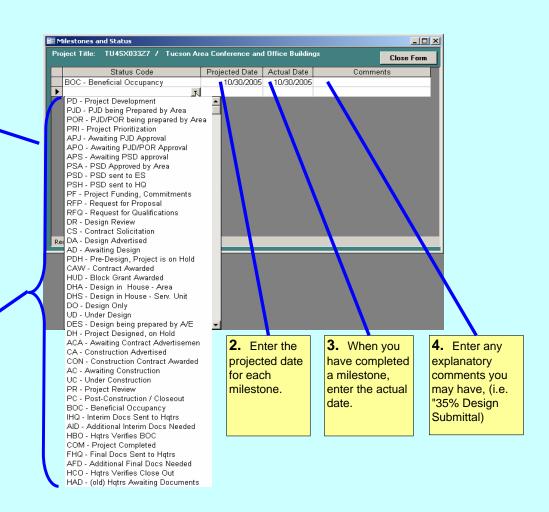
BOC - Beneficial Occupancy

IHQ - Interim Docs Sent to HQ

COM - Project Completed

FHQ - Final Docs Sent to HQ

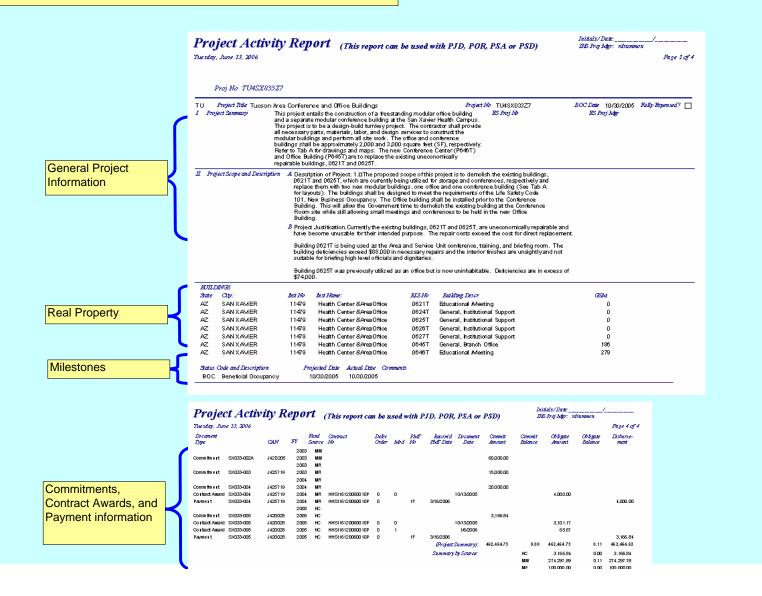
This list reflects the most common IHS milestones for Projects.



"Project Activity" Report

The Project Activity Report contains all of the information that you have entered. This report can be easily saved as a Word Document.

The following describes what is contained in this report:



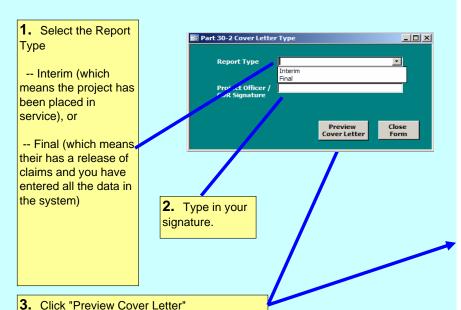
(Project Summary):	462,464.73	0.00	462,464.73	0.11	46 2,464.62	
Summary by Source:		HC	3.166.84	0.00	3.166.84	
		MM	274-297-89	0.11	274.297.78	
		MP	100,000,00	0.00	100.000.00	
			05 000 00	0.00	05.000.00	

"Project Funding" Report.

The Project Funding Report contains only funding information grouped by Commitments, Obligations, and Payment Amounts.

1 roje	ct Fun	uung	K	epori										
Project No	: TU4SX033	3 <i>Z</i> 7 Tii	le: Ti	ucson Area C	onfer	ence	and 0	office Buildin	ngs					
TU, AZ	. SAN XAV	1ER, He	alth (Center &Area	Office	e. 11	479.	Governmen	t-Owned	, Health C	enters			
				eneral, Brand										
Oille	e Dallalligs	, 00431	, 0	eneral, brain	a101	IICC								
Document Type	Commitment No	CAN	PΥ	Contract No	Deliv Order	Mod	PMT No	Recordd PMT Date	Doc Date	Commit Amount	Commit Ballande	Obligate Amount	Obligate Balance	Disburse- ment
ammilmeni	3033±001	J420205	2003							200,000.00				
ontract Award	3033001	J420205	2003	H HS1161200400035	Р				8/17/2004			200,000.00		
aymeni	S033001	J420205		H HS1161200400035			03	6/17/2005						20,120.93
ayment	S033001	J420205		H HS1161200400035			04	7/21/2005						114,040.97
Payment	3033001	J420205	2003	H HS1161200400035			05	8/17/2005						26,552.21
raymeni Raymeni	3033001 3033001	J420205 J420205		H HS1161200400035 H HS1161200400035			06 7	9/2/2005						8,399.46 30,926.68
agem	203501	3+202.5	23.05				,	Contract To	tof:			200.000.00	0.11	189,989.89
								Commitment		200,000.00	0.00	200,000.00	0.11	189,989.88
annimeni	8033001	J 62 5749	2004							100,000.00				
									8/17/2004					
cntract Award ayment	3033001 3033001	J 2 5749		H HS1161200400035 H HS1161200400035			02	5/23/2005	8/1//2004			100,000.00		51,244.17
aymeni	3033001	J 425749		H HS1161200400035			03	6/17/2005						48,755.8
								Contract To:	tof:			100,000.00	0.00	100,000.00
								Commitment	r Total:	100,000.00	0.00	100,000.00	0.00	100,000.00
ammilmeni	S033001	J 2 5719	2004							50,000,000				
ontract Award	3033001	J 425719	2004	H HS1161200400035	Р				8/17/2004			# DOD DD		
chiraci Award	S033001	J 425719	2004	H H31161200400035	P	03						149.36		
aymeni	S033001	J 425719	2004	H H31161200400035	P		02	5/23/2005						#,149.35
								Contract Tol	tal:			47,149.36	0.00	47, 149.36
chiraci Award	803301	J 625719	2004	H HS116 1200500101		1			1/6/2006			2,890.65		
aymeni	S033001	J 425719	2004	H HS H6 1200500101			1 F	3/16/2006				-		2,890.6
								Contract To	tal:			2,860.66	0.00	2,860.66
								Commitment	Total:	60,000.00	0.00	60,000.00	0.00	60,000.00
ammilmeni	S033002	J420205	2003							14,297.89				
ontract Award	3033m2	J420205	2002	H HS 116 1200 400035	p	03			3/25/2005			14,297.89		
Payment	303302	J420205		H HS 116 1200 400035			03	6/17/2005				14,2,30		14,297.8
								Contract To	tof:			14,287.89	0.00	14,297.88
								Commitment	Total:	14,297.89	0.00	14,297.89	0.00	14,297.89
commitment	3:033:002A	J420205	2003							60,000.00				

"RPI Cover Memo, Part 30-2" Report



CI Chick I Toviow Cover Letter

4. "Interim", and "Final" Memorandums should be sent to the Area Realty Officer along with the Project Activity Report, and RPI Worksheet which you will print next.



DEPARTMENT OF HEALTH & HUMAN SERVICES

Memorandum

Date: Tuesday, June 13, 2006

From: Project Officer

Subject: Final

Tucson Area Conference and Office Buildings, SAN XAVIER

Project No.: TU4SX033Z7

To: Area Realty Officer

This Final is a brief summary of project Tucson Area Conference and Office Buildings, SAN XAVIER Project No.: TU4SX033Z7

This project has been completed

Project Summary

This project entails the construction of a freestanding modular office building and a separate modular conference building at the San Xavier Health Campus. This project is to be a design-build turnkey project. The contractor shall provide all necessary parts, materials, labor, and design services to construct the modular buildings and perform all site work. The office and conference buildings shall be approximately 2,000 and 3,000 square feet (SF), respectively. Refer to Tab & for drawings and maps. The new Conference Center (P646T) and Office Buildings, 0621T and 0625T.

Space Allocation

Tucson, SAN XAVIER, Bldg No: 0624T , Educational/Meeting, 0 gsm
Tucson, SAN XAVIER, Bldg No: 0624T , General, Institutional Support, 0 gsm
Tucson, SAN XAVIER, Bldg No: 0626T , General, Institutional Support, 0 gsm
Tucson, SAN XAVIER, Bldg No: 0626T , General, Institutional Support, 0 gsm
Tucson, SAN XAVIER, Bldg No: 0646T , General, Institutional Support, 0 gsm
Tucson, SAN XAVIER, Bldg No: 0646T , General, Branch Office, 186 gsm
Tucson, SAN XAVIER, Bldg No: 0646T , Educational/Meeting, 279 gsm

3. Milestones

 Projected
 Actual

 Milestones
 Date
 Date
 Comments

 Beneficial Occupancy
 10/30/2005
 10/30/2005
 10/30/2005

For a detailed break down of capitalized and expensed costs, see RPI worksheet. Part 30-2.

If you have any questions or need more information please let me know.

"RPI Worksheet, Part 30-2" Report

The RPI Worksheet should be attached to the RPI Cover Memo.

Please ensure that the summary information on this worksheet matches the summary information on the Project Summary report

In addition, this worksheet should be sent to the Area Finance so that they can adjust the General Ledger with the appropriate Object Class.

RPI Worksheet, Pa	rt 30-2			Last Update:	13-	Jun-06
Tucson SAN XAMER, AZ, Health Project No.: TU4SX033Z7,	Center & Area Office Tucson Area Conference and Of	fice Buildings	s			
Description		Value	Common Cost Share	Total Amount	Object Ge	eneral edger
Common Costs			0.140	, mount	01000 20	24401
Design		18,111	7			
		8,61	1			
	Sub Total:	26,72	3			
Land Improvement						
Disposal of Old Structure (off site of new	Bldg No: 0627T , General,) Institutional Support, 0 gsm	4,00	0 243	4,243	32.11	145.2
Environmental Remediation	Bldg No: 0626T , General, Institutional Support, 0 gsm	94	9 58	1,007	32.11	145.2
Disposal of Old Structure (off site of new)	Bldg No: 0626T , General,) Institutional Support, 0 gsm	4,00	0 243	4,243	32.11	145.2
Disposal of Old Structure (off site of new)	Bldg No: 0625T , General,) Institutional Support, 0 gsm	4,00	0 243	4,243	32.11	145.2
Demolition (off site)	Bildg No: 0625T , General, Institutional Support, 0 gsm	94	9 58	1,007	32.11	145.2
Disposal of Old Structure (off site of new)	Bldg No: 0624T , General,) Institutional Support, 0 gsm	4,00	0 243	4,243	32.11	145.2
Environmental Remediation	Bldg No: 0621T , Educational Meeting, 0 gsm	2,84	7 173	3,020	32.11	145.2
Disposal of Old Structure (off site of new	Bldg No: 0621T ,Educational) Meeting,0 gsm	5,00	0 303	5,303	32.11	145.2
	Sub Total:	25,74	5 1,562	27,307		
Building						
Building	Bldg No: 0646T ,Educational Meeting,279 gsm	240,70	3 14,606	255,314	32.21	145.3
Building	Bldg No: 0646T , General, Branch Office, 186 gsm	174,014	4 10,559	184,574	32.21	145.3
	Sub Total:	414,72	2 25,165	439,887		
	Project Total:	467,19	5 26,728	467,195		